



John L. Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

MAYOR STEPHEN WOODS

NEWINGTON TOWN COUNCIL

**Helen Nelson Room – Town Hall
131 Cedar Street**

July 10, 2012

7:00 P.M.

AGENDA

- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
- IV. CONSIDERATION OF OLD BUSINESS (**Action May be Taken**)
 - A. Blight Ordinance Discussion
- V. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken Only by Waiving the Rules.**)
 - A. Discussion of Draft Charter and Charter Revision Commission Report
 - 1. Set Public Hearing Date (**Action Requested**)
 - B. Job Description Revisions
 - C.
 - 1. Revenue Clerk
 - 2. Clinical Services Coordinator
 - D. Job Descriptions – New Positions (Board of Education)
 - E. Discussion: Consideration of Canceling an Upcoming Council Meeting
- VI. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
 - A. Human Rights Commission
 - 1. Accept Resignation of Theresa Claffey
 - 2. Appoint a Replacement (TBD)
 - B. Appointments to Boards and Commissions
 - 1. Audit Committee
 - 2. Balf-Town Committee
 - 3. Career/Technical Program Renovation Project Building Committee
 - 4. Newington Commercial Façade Easement Rehabilitation Loan Program Committee
 - 5. Clem Lemire Artificial Turf Project Building Committee
 - 6. Committee on Community Safety
 - 7. Conservation Commission
 - 8. Development Commission
 - 9. Downtown Revitalization Committee
 - 10. Education Facilities Project Building Committee
 - 11. EMS Committee

12. Employee Insurance and Pension Benefits Committee
13. Environmental Quality Commission
14. Board of Ethics
15. Fair Rent Commission
16. Firehouse Expansion Project Building Committee
17. Human Rights Commission
18. NHS Track Renovation Project Building Committee
19. Open Space Committee
20. School Code Compliance Committee
21. Standing Insurance Committee
22. Town Plan and Zoning Commission
23. Vehicle Appeals Board

VII. MINUTES OF PREVIOUS MEETINGS

- A. Regular Meeting, June 26, 2012

VIII. WRITTEN/ORAL COMMUNICATIONS FROM THE TOWN MANAGER, OTHER TOWN AGENCIES AND OFFICIALS, OTHER GOVERNMENTAL AGENCIES AND OFFICIALS AND THE PUBLIC

IX. COUNCIL LIAISON/COMMITTEE REPORTS

X. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)

XI. REMARKS BY COUNCILORS

XII. ADJOURNMENT



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: July 5, 2012
Re: Blight Ordinance Update

As discussed at previous Council meetings, an item will be on the agenda to further discuss revisions to the proposed Blight Ordinance. Councilors received an updated version of the proposed ordinance with the July 10 Council packet. The Blight Ordinance Subcommittee will also meet on July 10 at 5:30 p.m.

The Public Hearing regarding the proposed ordinance is still open, and will reconvene at a date to be determined by the Council. Although no action is required from the Council to schedule the next date of the Public Hearing, there will be a notice published in the local newspaper five days prior to the hearing and amendments made to the proposed ordinance will be published as well.

6/27/12 DRAFT

This DRAFT reflects comments through the 6/12/12 TC meeting, comments from the 6/26/12 conference and further recommendations by the Town Attorney. It is anticipated that further changes will be made to the DRAFT by the subcommittee prior to additional consideration by the TC.

Color Key:

Yellow: Recommendations from TPZ
Cyan: Recommendations from Town Attorney

Red: COMMENTS THROUGH THE 6/12/12 TC MEETING and 6/26/12 conference and further recommendations by the Town Attorney through 6/27/12.

It is the intention of the Council to repeal the current Chapter 182 of the Code and replace it with this Ordinance.

TOWN OF NEWINGTON BLIGHTED PREMISES CODE Draft 6/27/12

§ 1. Title

This chapter shall be known as the “Blighted Premises Code of the Town of Newington” (“the code”) and the standards established by this code shall be referred to as and constitute the minimum property standards of the Town of Newington (“Town”).

§ 2. Intent and Authority

A. This code is intended to protect, preserve and promote public health, safety and welfare; to prevent and control the incidence of communicable disease; and to reduce environmental hazards to health, safety and welfare, insofar as they are affected by the maintenance of residential and non-residential structures, equipment and premises as provided by this code. This code is further intended to provide minimum standards governing the condition, occupancy and maintenance of occupied and unoccupied premises and establish reasonable safeguards for the health, safety and welfare of the occupants and users of said premises, the community and the general public. This code is intended to maintain and preserve the beauty of the neighborhoods and to allow for control of blighted premises.

B. This code shall establish minimum standards and responsibilities for the maintenance of all premises and delegates administrative responsibility and enforcement powers and creates enforcement procedures.

C. This code is adopted in accordance with the provisions of Connecticut General Statutes §7-148 (c)(7)(H)(XV), § 7-148aa, 7-148ff and 7-152c and further incorporates all authority and power that currently or in the future is conferred under Connecticut General Statutes.

§ 3. Scope of Provisions

A. Applicability.

1. This code shall apply uniformly to the maintenance, use and occupancy of all premises now in existence or hereafter constructed, maintained or modified and shall include:
 - a. Dwellings or dwelling units, including one-family and two-family dwellings and buildings with multiple-unit dwellings;
 - b. Lots, plots or parcels of land whether vacant or occupied;
 - c. Buildings of non-dwelling use, including commercial properties and mixed use properties that may include one or more dwelling units;
 - d. Accessory structures to any building;
 - e. All apartments, boarding houses, group homes, lodging houses, rooming houses, tenement houses and unrelated family units.

2. This code shall not apply to public property.

§ 4. Definitions

The following definitions apply to this chapter.

Accessory structure shall mean a structure, the use of which is customarily incidental and subordinate to that of principal building, structure or use on the same lot.

Blighted premises shall mean:

- A. Any building or structure, or any part of a structure that is a separate unit, or a parcel of land, or any necessary structure, or fence, where at least one of the following conditions exists:
 - 1. **The Blighted Premises Enforcement Officer** determines that existing conditions pose a serious threat to the health, safety and welfare of town citizenry;
 - 2. It is not being maintained, as evidenced by the existence, to a significant degree, of one or more of the following conditions:
 - a. Missing, broken or boarded windows or doors;
 - b. Collapsing or deteriorating exterior walls, **shutters**, roofs, stairs, porches, handrails, railings, basement hatchways, chimneys, flues, or floors;
 - c. Exterior walls which contain holes, breaks, loose or rotting materials or which are not properly surface coated to prevent deterioration;
 - d. Foundation walls which contain open cracks and breaks;
 - e. Overhang extensions, including but not limited to canopies, marquees, signs, awnings, stairways, fire escapes, standpipes and exhaust ducts which contain rust or other decay;
 - f. Chimneys and similar appurtenances which are in a state of disrepair;
 - g. Insect screens which contain tears or ragged edges;
 - h. Garbage or trash improperly stored or accumulated on the premises, or abandoned vehicles on the premises (unless the premises is a junkyard licensed by the State of Connecticut);
 - i. Overgrown grass or weeds at least **one foot** in height;
 - j. Vermin infestations;
 - k. In the case of a fence, broken or rotted boards or in an otherwise dilapidated condition; or
 - l. Any other exterior condition reflecting a level of maintenance which is not in keeping with community standards or which constitutes a blighting factor for adjacent property owners or occupiers or which is an element leading to the progressive deterioration of the neighborhood.
 - 3. It is attracting illegal activity as documented in Police Department records;
 - 4. It is a fire hazard as determined by the Fire Marshal or as documented in the Fire Department records; and/or
 - 5. It is a factor creating a substantial and unreasonable interference with the use and enjoyment of other premises within the surrounding area as documented by

neighborhood complaints, police reports, the cancellation of insurance on proximate properties; or similar circumstances.

- B. Blighted premises shall not include any such building, structure or parcel of land located on any active farm or public property.

Blighted Premises Enforcement Officer shall mean an individual or individuals appointed by the Town Manager to inspect and re-inspect blighted premises, issue notice of violation warning letters in accordance with § 10 of this Code, and issue citations for violations of this Code in accordance with § 11 of this Code. Said individual shall not be the Town Manager or a Citation Hearing Officer

Citation Hearing Officer shall mean an individual or individuals appointed by the Town Manager to conduct hearings authorized by this chapter.

Community standard shall mean a judgment by a reasonable member of the community.

Connecticut General Statutes shall include any applicable amendments.

~~**Enforcement Responsibility** shall mean the Town Manager or his/her designee, who shall be other than the Zoning Enforcement Officer.~~

Legal occupancy shall mean occupancy in accordance with state building and fire codes, local zoning regulations, local housing ordinances and all other pertinent codes.

Neighborhood shall mean an area of the Town comprising all premises or parcels of land, any part of which is within a radius of 1,000 feet of any part of another parcel or lot within the Town.

Owner/occupier shall mean any person, institution, foundation, entity or authority which owns, leases, rents, possesses, or is responsible for property within the Town.

Proximate property shall mean any premises or parcel of land within one thousand (1,000) feet of the boundary of a blighted premise.

Public property shall mean any building, structure or parcel of land owned by the United States, State of Connecticut or Town of Newington.

Vacant shall mean a period of 60 days or longer during which a building or structure or part thereof is not legally occupied by human beings.

Vacant parcel shall mean a parcel of land with no structure(s) thereon.

§ 5. Signs, Awnings and Marquees

- A. Signs. All permanent signs and billboards exposed to public view permitted by reason of other ordinances or laws shall be maintained in good repair. Any signs which have excessively weathered or faded or those upon which the paint has excessively peeled or

cracked or whose supporting members have deteriorated shall be removed forthwith or put into a good state of repair by the owner/occupier.

- B. Awnings and marquees. Any awning or marquee and its accompanying structural member which extends over any street, sidewalk or other portion of the premises shall be maintained in good repair and shall not constitute a nuisance or a safety hazard. In the event that such awnings or marquees are not properly maintained in accordance with the foregoing, they shall, together with their supporting members, be removed forthwith. In the event that said awnings or marquees are made of cloth, plastic or of similar materials, said cloth or plastic where exposed to public view shall be maintained in good condition and shall not show evidence of excessive weathering, ripping, tearing or other holes. Nothing herein shall be construed to authorize any encroachment on streets, sidewalks or other parts of the public domain.

§ 6. Removal of Weeds and Similar Vegetation

- A. Every owner/occupier of properties upon which a building exists, or who is in possession of a vacant lot in an approved subdivision which fronts on a paved public road and to which a public water and/or public sewer lateral has been provided, shall cut, to a height of not more than **one foot**, all grass, weeds and similar vegetation not planted as a crop to be harvested or for ornamental purposes **from the public street line to the base of the building foundation and for vacant land from the public street line for a depth of 25 feet.**
- B. Every owner/occupier of property shall keep his property free from vegetation of any type which, **based on the reasonable opinion of the Blighted Premises Enforcement Officer**, is injurious to public health.
- C. Any violation of § 6A or 6B shall constitute a nuisance which may be abated by the town at the expense of the owner/occupier or any one or more of them to whom the **Blighted Premises Enforcement Officer** has given not less than 10 days written notice of intention to abate such nuisance. Such expense may be collected by the Town in a civil action against any one or more of the above-named persons responsible therefore.

§ 7. Solid Waste, Storage and Littering

- A. Accumulation restricted. It shall be unlawful for an owner/occupier to allow solid waste to accumulate on premises in the town in such a manner as to create an offensive, unsightly or unsanitary condition.
- B. Storage requirements. In the event that property usage would result in the stacking or piling of materials, including equipment and appliances, even if wanted and useful, they must be so arranged as to prohibit the creation of a blighting factor to their neighbors. Furthermore, all useful, wanted material, including equipment and appliances, stored out of doors shall be stored in an orderly fashion and, to the extent reasonably feasible, shall be located in the rear yard **and not visible from the adjacent public street.**
- ~~C. Waste disposal carts shall not be stored in front of a residential building and shall be removed from the public street right of way within 48 hours after collection.~~

§ 8. Blighted Premises - - ~~Certification~~ List

- A. No owner/occupier of real property within the Town shall cause or allow blighted premises to be created nor shall any owner/occupier allow the continued existence of blighted premises.
- B. Blighted Premises ~~Certification~~ List
1. Upon enactment of this ordinance, the Town Manager shall request that all Town department heads report any property of which they are aware which appears to be blighted, as defined by this ordinance. Such reports shall be submitted within thirty (30) days of the Town Manager's request.
 2. The Town Manager shall use all available relevant information to complete a list of blighted properties to be known as the Blighted Premises List.
 3. The Town Manager shall maintain and update the Blighted Premises List.
 4. At least ten days prior to placing a property on the Blighted Premises ~~Certification~~ List, the Town Manager shall provide written notice to the owner/occupier of the subject property of the intended placement. Said written notice shall indicate the conditions on said property that shall cause placement on the Blighted Premises ~~Certification~~ List, unless corrected, and the steps necessary for removal from said List.
- C. For the purpose of documenting continuous blighted conditions, the Blighted Premises Enforcement Officer shall undertake regular inspections of all properties that are:
- 1 on the Blighted Premises ~~Certification~~ List, or
 - 2 actively under a Notice of Violation of Warning Letter in accordance with § 10 of this Code, or
 - 3 actively under a Citation in accordance with § 11 of this Code.

The Blighted Premises Enforcement Officer shall have all power and authority prescribed by Connecticut General Statutes to enter a suspected Blighted Premises or a designated Blighted Premises for purposes of performing his duties hereunder.

§ 9. Removal from Blighted Premises ~~Certification~~ List

- A. If the owner/occupier of a property that is included on the Blighted Premises ~~Certification~~ List has remedied the conditions that caused the property to be placed on the Blighted Premises ~~Certification~~ List, and no other blighted condition exists on the property, the owner/occupier may make written request to the Blighted Premises Enforcement Officer requesting inspection of the property. The Blighted Premises Enforcement Officer shall inspect the property within five days of receipt of the written request for the purpose of determining whether the blighted conditions on the property no longer exist. Within ten (10) days of the inspection, the Blighted Premises Enforcement Officer shall provide a copy of the written report of his/her inspection of the property to the owner/occupier.
- B. If after inspection of a property that is on the Blighted Premises ~~Certification~~ List, the Blighted Premises Enforcement Officer determines that the conditions that caused the premises to be placed on the ~~Certification~~ List have been remedied, and that no other blighted condition exists on the premises, then the Blighted Premises Enforcement Officer shall provide written notice to the Town Manager that the premises is no longer a

Blighted premises along with a copy of his/her written report of inspection of the premises. Upon receipt of a determination that a premises is no longer a Blighted premises, the Town Manager shall remove the premises from the Blighted Premises Certification List, with written confirmation to the owner/occupier.

§ 10. Complaints - - Notice of Violation Warning Letter

- A. Any person or legal entity, including but not limited to a civic organization, municipal agency, or town employee affected by the action or inaction of an owner/occupier of property subject to the provisions of this ordinance, may report a complaint of violation of this ordinance with the Blighted Premises Enforcement Officer.
- B. The Blighted Premises Enforcement Officer, upon his or her determination that there is a violation of this code, shall forward a notice of violation warning letter to the owner/occupier at the time such determination has been made and shall include the property for consideration of inclusion on the Blighted Premises Certification List. Such a notice of violation warning letter from the Blighted Premises Enforcement Officer shall be issued prior to issuing a citation. Such notice of violation warning letter shall include:
 - 1. A description of the real estate sufficient for identification, specifying the violation which is alleged to exist and the remedial action required;
 - 2. A due date, within a reasonable time, for the performance of any act required to remedy the violation; and
 - 3. The amount of the civil penalties/fines, liens, special assessments, costs or fees that may be imposed for noncompliance.
 - 4. Contact information for the Town Director of Human Services should the owner/occupier desire social work assistance in addressing the notice of violation warning letter.
- C. The owner/occupier may not contest a notice of violation warning letter before a Citation Hearing Officer.
- D. Delivery of a notice of violation warning letter or citation to the owner/occupier shall be by one or more of the following methods:
 - 1. By personal delivery to the owner/occupier or by leaving the notice of violation warning letter or citation at the usual place of abode of the owner/occupier with a person of suitable age and discretion;
 - 2. By certified, register or regular mail addressed to the owner/occupier at his last known address, with postage prepared thereon; or
 - 3. By posting and keeping posted for 24 hours a copy of the notice of violation warning letter or citation in placard form in a conspicuous place on the premises.

§ 11. Enforcement by Citation

- A. If the corrective actions specified in the notice of violation warning letter are not taken the Blighted Premises Enforcement Officer or his/her designee shall issue a written citation to the owner/occupier.
- B. A citation shall be in writing and include:
 - 1. A description of the real estate sufficient for identification, specifying the violation which is alleged to exist and the remedial action required;

2. Detailed information regarding the contents of the notice of violation warning letter (which may be a copy of such notice of violation warning letter) and the failure of the owner/occupier to take the corrective actions specified therein;
3. Notice of potential liens that may be asserted by the Town pursuant to § 14 of this Code.
4. The amount of the civil penalties/fines, special assessments, costs or fees due for noncompliance; and
5. Contact information for the Town Director of Human Services should the owner/occupier desire social work assistance in addressing the citation.
6. A statement that the owner/occupier may contest his liability and request a hearing before the Citation Hearing Officer by delivering in person or by mail written notice of objection within ten days of the date of receipt of the citation.

C. Delivery of the citation shall be by the manner provided in § 10.

§ 12. Hearing

- A. An owner/occupier may request a hearing after receiving a citation. Said owner/occupier must make his/her request for a hearing within ten (10) days of his/her receipt of the citation.
- B. The Citation Hearing Officer is designated to conduct hearings in accordance with Conn. Gen. Stat. Sec. 7-152c when requested by an owner/occupier who has been cited under this chapter.
- C. If the owner/occupier who was sent a written citation pursuant to § 11 of this Code wishes to admit liability for any alleged violation, he/she may, without requesting a hearing, pay the full amount of the assessed civil penalties/fines, special assessments, costs or fees in person or by mail to the Town Manager. Such payment shall be inadmissible in any proceeding, civil or criminal, to establish the conduct of such person or other person making the payment. Any owner/occupier who does not deliver or mail written demand for a hearing within ten days of the date of receipt of the citation shall be deemed to have admitted liability, and the Town Manager shall certify such person's failure to respond to the Citation Hearing Officer. The Citation Hearing Officer shall thereupon enter and affirm the civil penalties/fines, special assessments, costs or fees provided for by the code and shall follow the procedures set forth in Conn. Gen. Stat. Sec. 7-152c (f).
- D. Any owner/occupier who requests a hearing shall be given written notice of the date, time and place for the hearing. Such hearing shall be held not less than fifteen days nor more than thirty days from the date of the mailing of notice, provided the Citation Hearing Officer shall grant upon good cause shown any reasonable request by any interested party for postponement or continuance. An original or certified copy of the initial notice of violation issued by the Blighted Premises Enforcement Officer shall be filed and retained by the Town, and shall be deemed to be a business record within the scope of Conn. Gen. Stat. Sec. 52-180 and evidence of the facts contained therein. The presence of the Blighted Premises Enforcement Officer shall be required at the hearing if such person so requests. A person wishing to contest his/her liability shall appear at the hearing and shall present evidence. A designated Town official, other than the Citation Hearing Officer, shall present evidence on behalf of the Town. If the owner/occupier who requested the hearing fails to

appear, the Citation Hearing Officer may enter a default against him/her upon a finding of proper notice and liability under this ordinance. At the hearing the Citation Hearing Officer shall accept relevant evidence that may include copies of police reports, investigatory and citation reports, and other documents. The Citation Hearing Office shall conduct the hearing in the order and form and with such methods of proof as is fair, reasonable and appropriate. The rules regarding the admissibility of evidence shall not be strictly applied, but all testimony shall be given under oath or affirmation. The Citation Hearing Officer shall provide a decision upon completion of the hearing. If the Citation Hearing Officer determines that the person is not liable under the citation, the Citation Hearing Officer shall dismiss the matter and enter his/her determination in writing accordingly. If the Citation Hearing Officer determines that the person is liable under the violation, the Citation Hearing Officer shall enter his/her determination in writing accordingly and include any assessment of **civil penalties/fines, special assessments**, costs or fees against such person as apply, **and shall further provide a copy of his written decision to the Town Manager for his review under Section 8B of this Code.**

~~E. Pending the hearing before the Citation Hearing Officer, no further enforcement activity as contemplated by §§ **14 B and C** shall occur until either a hearing is held and the Citation Hearing Officer assesses fines, penalties, costs and/or fees or until the petitioner fails to appear for a scheduled hearing and the Citation Hearing Officer assesses fines, penalties, costs and/or fees. This section shall not preclude the accrual of fines during the period from the issuance of the citation until a hearing is held.~~

§ 13. Appointment of Citation Hearing Officers

The Town Manager shall appoint three residents to serve as the Citation Hearing Officers pursuant to § 182-5 of Newington Code of Ordinances. **Said residents shall not be the Town Manager, a police officer or employee or person who issue citations, zoning enforcement officer, or blighted premises enforcement officer or other code compliance authority/**

§ 14. Penalties for Offenses - - Prejudgment Lien

A. The owner/occupier of premises where a violation of any of the provisions of this code shall exist or who shall maintain any building or premises in which such violation exist may:

1. Be **assessed a civil penalty/fine of** not more than \$100 for each violation. Each day that a violation exists after a citation as described in § **11** is given to the owner/occupier shall constitute a new violation and a civil penalty may be imposed for such violation; and/or
2. Be required to abate the violation at the owner/occupier's expense.
3. Be subject to the town's remediation of the blighted condition and assessing the costs of said remediation against the subject property by levying a lien on the subject real estate.
4. **Be subject to special assessment pursuant to Conn. Gen. Stat. Sec. 7-148ff.**

B. Once a finding by the Citation Hearing Officer is made that a person is in violation as provided by Section 12B above, a prejudgment lien on the real property that is the subject

of the violation may be imposed by the Town for any unpaid civil penalty imposed by the Town pursuant to the provisions of this code which is adopted pursuant to Conn. Gen. Stat. Sec. 7-148 (c)(7)(H)(xv) and shall constitute a lien upon the real estate against which the civil penalty was imposed from the date of such civil penalty. Each such lien shall be continued, recorded and released in the manner provided by the general statutes for continuing, recording and releasing property tax liens. Each such lien may be enforced in the same manner as property tax liens, including foreclosure of the real property.

- C. Where the Blighted Enforcement Officer has determined that a blighted condition exists as defined by this code, the Town Manager may order the remediation of the blighted condition and assess the costs against the subject real estate in the form of lien which shall be recorded in the land records in the same manner as provided in § 14 B.
- D. In addition to all other remedies and any civil penalties/fine, special assessments or lien imposed herein, the provisions of this code may be enforced by injunctive proceedings in the superior court. The Town may recover from such owner/occupier any and all costs and fees, including reasonable attorney's fees, expended by the Town in enforcing the provisions of this code.

§ 15. Appeals - - Special Consideration

- A. Any person aggrieved by any order, requirement or decision of the Citation Hearing Officer may take an appeal in accordance with Conn. Gen. Stat. § 7-152c (g).
- B. Notwithstanding anything herein to the contrary, special consideration may be given to individuals who are elderly or disabled and who demonstrate that the violation results from an inability to maintain an owner-occupied residence and no person with that ability resides therein. Such special consideration shall be limited to the reduction or elimination of civil penalties/fines, special assessments and/or an agreement that the Town or its agents may perform the necessary work and place a lien against the premises for the cost thereof in accordance with the provisions of this code.

§ 16. Report to Town Council

The Town Manager shall report, at least annually, to the Council on the Blighted Premises List and the civil penalties/fines, special assessments, liens or any other remedies imposed herein and may revise same.

§ 16. Severability

In the event that any part or portion of this code is declared invalid for any reason, all the other provisions of this code shall remain in full force and effect.

§ 17. Terms and Provisions

- A. Where terms are specifically defined or the meaning of such terms are clearly indicated by their context, that meaning is to be used in the interpretation of this code.

- B. Where terms are not specifically defined and such terms are defined in the Charter and Municipal Code of the Town of Newington, such terms shall have the same meaning for the interpretation and enforcement of this chapter.
- C. Where terms are not specifically defined in this chapter, they shall have their ordinarily accepted meaning or such meaning as the context may imply.
- D. The provisions of this code shall not be construed to prevent the enforcement of other codes, ordinances or regulations of the Town of Newington.
- E. In any case where a provision of this code is found to be in conflict with a provision of any zoning, building, fire, safety or health ordinance, regulation or other provision of the Charter and Municipal Code of the Town of Newington or the State of Connecticut, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people of the Town of Newington shall prevail.

ATTORNEY REVIEW DATE: _____

INTRODUCTION DATE: _____

PUBLICATION DATE: _____

PUBLIC HEARING: _____

ADOPTION DATE: _____

Town of Newington/Blighted Premises Code-02-08-12



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: July 05, 2012
Re: Draft Charter/Charter Revision Commission Report

On June 25, 2012 Town Clerk Tanya Lane transmitted the draft report and the proposed Charter document to the Town Manager. The documents have been transmitted to the Town Council for consideration.

Mrs. Lane, Charter Revision Commission Chairperson Alan Nafis and Town Attorney Boorman will be in attendance at the July 10 Town Council meeting for discussion of both documents. The Council will be required to hold a public hearing on the draft report/proposed Charter. Subsequent to the public hearing the Council will have further opportunity to discuss the proposed document and will take action on the following items:

- Make any recommended changes to the draft report or proposed Charter
- Accept or reject the draft report
- Accept or reject the proposed Charter
- Set a referendum date
- Establish a referendum question

Any recommended changes to the documents will go back to the Charter Revision Commission for review. Due to timeframe requirements to hold the referendum during the November election, the Council is requested to waive the rules to set a public hearing date of July 24, 2012. All other actions will be on the agenda for consideration at future meetings.

The draft report and proposed Charter were sent to the Council under separate cover on June 29. The documents are also available on the Town website, and copies will be available for public review at the July 10 Council meeting.

Attach.

AGENDA ITEM: V.A.1.

DATE: 7-10-12

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby sets a Public Hearing Re: Charter Revision Commission Report, for Tuesday, July 24, 2012 at _____ p.m. in the Helen Nelson Room (room 113) of Town Hall.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: July 5, 2012
Re: Proposed Revised Job Descriptions

Attached are draft copies of the revised job description for the following positions:

- Revenue Clerk - Tax Office (C6 AFSCME position, current salary range \$42,172 - \$46,254 per contract)
- Clinical Services Coordinator - Human Services (A7 non-union position, salary range \$52,000 - \$57,000 offered per current job posting)

As vacancies occur, an opportunity is afforded to amend job descriptions. For these job descriptions, the qualifications were updated to include current terminology and ADA-mandated verbiage regarding accommodations for individuals with disabilities. A copy of the current (non-updated) job descriptions are also attached for Council review.

In accordance with §902 of the Town Charter, changes in position/job descriptions may be made by the Town Council upon recommendation of the Personnel Director/Town Manager. The AFSCME union also concurs with the updates to the Revenue Clerk job description.

If the Council is in concurrence with these proposed changes, a resolution will appear on the Council's next agenda for approval.

Attach.

cc: Ken Plumb, Town Attorney (Labor)

TOWN OF NEWINGTON

TITLE: Revenue Clerk

GRADE: C-6

DEPARTMENT: Tax Collector

COUNCIL ADOPTED: DRAFT 2/10/10

POSITION DESCRIPTION

Receives, records, and reconciles town revenue as received; assists in the recording and processing of financial data; performs related clerical-administrative duties.

ESSENTIAL JOB FUNCTIONS

- Receives oral or written instructions from his/her immediate supervisor and plans work according to established office procedures.
- Organizes and performs work according to established or standard office procedures.
- Performs calculating, posting, and verifying duties to record revenues received.
- Assists in preparation of bills, including calculating charges, updating billing information and processing bills.
- Operates cash register in receiving and crediting of taxes and any special assessments or charges.
- Performs arithmetic computations, requiring absolute accuracy in examining, verifying, and correcting taxes and interest amounts.
- Balances daily receipts.
- Prepares bank deposits for funds received by special account.
- Enters and retrieves information in an automated collection and/or accounting system.
- Prepares routine statistical reports for supervisor.
- Maintains office files.
- Types record cards, routine reports and correspondence.
- Performs related office clerical duties as directed.
- Operates office equipment, including: computer terminal, cash register, calculator, typewriter, and telephone console.
- Receives over-the-counter fees and issues receipts.
- Assigns work to Part-Time Revenue Clerks.
- Reports work accomplished to the Revenue Collector.

ADDITIONAL JOB FUNCTIONS

- Performs related duties, or other duties assigned by the Revenue Collector, as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of tax and assessment policies and procedures.
- Working knowledge of land records and related legal instruments.
- Ability to perform accurate mathematical computations.
- Ability to add, subtract, multiply and divide all units of measure.
- Proficient ability with Microsoft Excel and Microsoft Word computer applications, or related computer applications and electronic spreadsheets.
- Ability to apply common sense and understanding to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to maintain accurate records and files.
- Ability to maintain strict confidentiality.
- Ability to maintain financial records with absolute accuracy.
- Ability to type accurately and to learn to operate computer systems and software.
- Ability to deal with the public and other employees in a courteous and effective manner.
- Ability to work on electronic devices such as computers, scanners, printers, copy machines, fax, and other miscellaneous office equipment.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

(The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Works in office setting subject to continuous interruptions.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with:

- A High School diploma; and
- Three years of accounting or bookkeeping experience including supervisory experience; and
- Experience in working with cash and/or bookkeeping is desirable.

LICENSE OR CERTIFICATE

- N/A

Note: The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

TOWN OF NEWINGTON

Grade C-6
Clerical Group

Title: Revenue Clerk

Date: 7-88

Position Summary:

Receives, records, and reconciles town revenue as received; assists in the recording and processing of financial data; and performs related clerical-administrative duties.

Description of Duties:

Receives oral and written instructions from supervisor. Organizes and performs work according to established or standard office procedures. Performs calculating, posting, and verifying duties to record revenues received. Assists in preparation of bills, including calculating charges, updating billing information, and processing bills. Operates cash register in receiving and crediting of taxes, and any special assessments or charges. Performs arithmetic computations, requiring absolute accuracy in examining, verifying, and correcting taxes and interest amounts. Balances daily receipts. Prepares bank deposits for funds received by special account. Enters and retrieves information in an automated collection and/or accounting system. Prepares routine statistical reports for supervisor. Maintains office files. Types record cards, routine reports and correspondence. Performs related office clerical duties as directed. Operates office equipment, including computer terminal, cash register, calculator, typewriter, and telephone console. Receives over-the-counter fees, and issues receipts. Reports work accomplished to supervisor. Performs related duties as required.

Supervised By:

Receives general supervision from the Revenue Collector.

Qualifications Profile:

The skills and knowledge required would generally be acquired with a high school education, with course work in Commercial Arithmetic. Some experience in working with cash and/or bookkeeping is desirable. Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to add, subtract, multiply and divide all units of measure. Ability to maintain financial records with absolute accuracy. Ability to type. Ability to enter, retrieve, and verify information on a computer terminal. Ability to deal effectively with town staff and the public. Ability to collect data. Ability to maintain records and filing system. Ability to provide information to the public in a polite and courteous manner.

License or Certificate:

Not Applicable.

Note: The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

TOWN OF NEWINGTON

TITLE: Clinical Services Coordinator

GRADE: A-7

DEPARTMENT: Human Services

Proposed Revision 6/24/2012

POSITION DESCRIPTION

Under the general supervision of the Director of Human Services provides direct clinical therapy and coordinates clinical services for the department

ESSENTIAL JOB FUNCTIONS

- Completes intakes and assigns cases to contractors, while providing consultation
- Assists Director in meeting the clinical and clinical case management needs of residents.
- Oversees Youth and Family Counseling program and provides individual, group and family counseling.
- Provides clinical consultation with department staff, contractors, other town departments regarding the mental health needs of residents of all ages.
- Provides clinical consultation to outside agencies as assigned by Director.
- Facilitates referrals to public and private community service agencies.
- Provides crisis intervention during regular business hours, after hours and weekends as needed.
- Determines eligibility fees and oversees billing, payment and reconciliation for the Youth and Family Counseling program.
- Oversees and maintains accurate and comprehensive client records in accordance with the best practices of social work.
- Serves as a positive liaison with schools, police, courts and other community agencies and programs as delegated by Director.
- Develops and presents educational programs to the schools, other town departments and community at large.

ADDITIONAL JOB FUNCTIONS

- Assists with other department programs as assigned by Director.
- May perform additional tasks and duties as assigned by Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Commitment to excellence in customer service
- Strong skills and experience providing clinical therapy services to individuals, youth and families in a community based setting.
- Strong knowledge of and experience with the principals and practices of all aspects of social work.
- Considerable knowledge of child and adolescent development and broad knowledge of working with all populations.
- Strong experience in the areas of family dysfunction, substance abuse, child development issues, school issues, divorce, abuse and neglect, mental health, eating disorders, self-esteem, developmental delays and special needs.
- Strong crisis intervention strategies with all age populations
- Strong working knowledge of clinical record keeping, as required by law.
- Familiarity with private and public community resources.
- Strong ability to establish effective interpersonal relationships with clientele, staff, agencies and community.
- Considerable ability to interact effectively with public officials, employees and the general public.
- Considerable ability to develop and implement programs and services based on community needs.
- Ability to be a team player, making the department and community the greater priority.
- Ability to utilize supervision and abide by Town and Department policies, procedures and guidelines
- Ability to communicate effectively both orally and in writing.
- Ability to remain calm, willing and able to provide crisis intervention under adverse conditions during and after hours.
- Ability to use computer applications and software.

- Ability to organize and prioritize work, while meeting service objectives efficiently.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

(The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Works in office setting subject to continuous interruptions.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.
- Ability to get into and out of an automobile.
- Ability to work independently with minimum supervision.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The noise level in the work environment is usually moderate.
- The employee must occasionally lift and/ or move up to twenty five (25) pounds.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with:

- Professional Connecticut license to practice clinical therapy.
- Master's Degree in Social Work or closely related field from an accredited college or university and a minimum of five (5) years of progressively responsible experience in a mental health or social service agency.
- Supervisory or consultation experience preferred.

ADDITIONAL LICENSE/S OR CERTIFICATE/S

- Valid Connecticut Driver's License
- Ability to obtain a Public Service License helpful

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

TOWN OF NEWINGTON

TITLE: Youth Services/Clinical Casework Coordinator

GRADE: A-7

DEPARTMENT: Human Services Department

DATE: Council Adopted
8-8-06

POSITION DESCRIPTION

Under the general supervision of the Director of Human Services, provides positive youth development programs and oversees, directs and supervises clinical therapy and casework services to residents of all ages.

ESSENTIAL JOB FUNCTIONS

- Assists Director in planning to meet the needs of casework services to all age populations.
- Oversees and supervises staff and contractors and provides case intake, case management, clinical therapy and casework services for the Youth and Family Counseling and Social Casework programs.
- Provides clinical consultation with department staff, contractors and other agencies regarding the mental health needs of residents of all ages.
- Facilitates referrals to public and private community service agencies.
- Provides crisis intervention during regular business hours, after hours and weekends as needed.
- Determines client eligibility and fees for the Youth and Family Counseling program.
- Oversees billing and insurance reimbursement for Youth and Family Counseling program.
- Oversees and supervises department staff and contractors to maintain accurate and comprehensive client records for the department in accordance with the best practices of social work.
- Maintains liaison with schools, police, courts and other community agencies and programs.
- Presents educational programs to the school/community.

ADDITIONAL JOB FUNCTIONS

- Confers with Director concerning caseloads.
- Participates as a member of the Juvenile Review Board.
- Recruits and supervises the field placement of graduate students from area universities and colleges.
- Plans and implements prevention and positive youth development programs.
- Prepares narrative and statistical reports of some complexity for the Director as required.
- Works closely with Youth-Adult Council as assigned.
- Assists with other programs such as the Food Bank and Holiday Food, Toy and Gift as needed.
- Supervises volunteers, as assigned.
- Meets and/or exceeds client expectations with an unparalleled commitment to customer service and positively promoting and enhancing the services and programs offered by the Town.
- May perform additional tasks and duties as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of and experience with the principals and practices of all aspects of social work.
- Considerable knowledge of and experience with professional supervision of social work and clinical staff.
- Considerable knowledge and experience with professional counseling including substance abuse, child development, family dysfunction and psychiatric problems affecting all age populations.
- Considerable knowledge of child and adolescent development and gerontology
- Considerable experience providing and supervising clinical therapy in a community-based setting.
- Considerable knowledge and experience of private and public community resources.
- Considerable knowledge and experience handling crisis intervention with all age populations.

- Knowledge of private, municipal, state and federal eligibility guidelines for assistance programs.
- Considerable knowledge of proper social work and clinical record keeping.
- Good knowledge and experience with billing and insurance reimbursement process and procedures.
- Good ability to establish effective interpersonal relationships with clientele, staff, agencies and community.
- Commitment to excellence in customer service.
- Good ability to analyze and solve problems of all populations.
- Ability to be available to respond to crisis needs after hours.
- Ability to communicate effectively orally and in writing.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Works in an office setting subject to continuous interruptions.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/stand continuously for prolonged periods of time.
- Ability to work independently with minimum supervision.
- Ability to work in poor weather conditions, including heat, cold, rain or snow.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to access and reach difficult places.
- Ability to get into and out of an automobile.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to keep routine records and write basic reports.

REQUIRED MINIMUM QUALIFICATIONS

- Master of Social Work Degree or closely related field from an accredited college or university and a minimum of four (4) years of progressively responsible experience in a mental health or social service agency, including at least two (2) years of supervisory experience.

LICENSE OR CERTIFICATE:

Must possess:

- A valid Connecticut Motor Vehicle Operator's License or ability to obtain one.
- Ability to obtain a Connecticut Public Service License
- Professional Connecticut license in social work or related field.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflect the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

CURRENT

DATE: June 29, 2012

TO: Mr. John Salomone, Town Manager

FROM: Dr. Christine Carver, Associate Superintendent of Human Capital Development

SUBJECT: **JOB DESCRIPTION APPROVAL – OCCUPATIONAL AND PHYSICAL THERAPISTS**

Attached you will find job descriptions for the creation of two new positions, Occupational Therapists and Physical Therapists, for your consideration. The proposed job descriptions are non-certified, ten month positions which offer mandated services to students with disabilities under federal and state law. These ten month positions, which follow the school calendar, provide direct and consultative services for students in the areas of gross and fine motor rehabilitative therapies.

In the past, these positions were funded at an hourly rate without benefits. Due to the demand within the field, it is difficult to retain employees of high caliber without providing benefits. Given the levels of education, experience and qualifications needed for Connecticut Department of Health licensure, we are recommending the grade be A-5 for this employee group. Attached you will find a chart outlining the benefit comparison structure between this 10 month position and the current 12 month positions in the A-5 work classification.

After meeting with you, and further discussion with Dr. William Collins, Mr. Lou Jachimowicz and Dr. Marty Hartranft, we are in agreement with regard to the scope and necessity of the creation of these two positions. At this time, I would like to request the attached job descriptions be forwarded to the Town Council for their consideration and subsequent approval.

Please contact me if you have any questions or need further information at ext. 8633.

CC/lml

cc: Dr. William C. Collins, Superintendent of Schools
Dr. Marty Hartranft, Director of Student Services
Mr. Lou Jachimowicz, Chief Financial and Operations Officer

Newington Board of Education
Benefit Comparison 12 Month vs. 10 Month

Category	Positions	12 Month AT	10 Month AT
Work Classification	A-5	Yes	Yes
Salary Range	\$43,095 - \$81,479 (7/1/2011 – 6/30/2012)	Yes	Yes
	Admin Assistant to the Chief	Yes	No
	Computer/Application Specialist	Yes	No
	Executive Assistant to the Superintendent of Schools	Yes	No
	Executive Assistant to the Town Manager	Yes	No
	Geographic Info. Sys Tech (GIS)	Yes	No
	Public Health Inspector	Yes	No
	Occupational Therapist (New)	No	Yes
	Physical Therapist (New)	No	Yes
Work Year		All year	School calendar (185 days)
Work Day		Per town schedule	7:30 to 3:30 Less: 30 Minute lunch
Schedule		Per town schedule	Flexible to support school bell schedules
Benefits	FICA 4.20%	Yes	Yes
	Medicare 1.45%	Yes	Yes
	ICMA Pension 9.00%	Yes	Yes
Medical/ Dental Insurance	Blue Cross Med and CIGMA Dental (PPO or HMO)	Yes	Yes
Employee Premium Cost Sharing	Pct of allocation rate	8%	20%
Term Life Insurance	1x Annual Salary (rounded up the nearest thousand)	Yes	Yes
Long Term Disability	90 Day wait, 75% of Income, 3.5% Cap, Individual Policy	Yes	Yes
Paid Absences	Vacation Days	Yes	None (embedded in school calendar)
	Holidays	12	None (embedded in school calendar)
	Sick Days	12	10
	Personal Days	3	2
	Bereavement Days	Yes	Yes
Other Benefits	Medical Flex Spending Plan to IRS limits (currently \$4000)	Yes	Yes
	Dependent Care Plan to IRS limits (currently \$5,000)	Yes	Yes
Pay Schedule		Every two weeks – all year	Teacher 22 pay schedule (approximately 8/25 – 6/30)

TOWN OF NEWINGTON

TITLE: Occupational Therapist

GRADE: A-5

DEPARTMENT: Board of Education

DATE: DRAFT 7-2012

POSITION DESCRIPTION

Occupational Therapist is directly responsible for providing direct and consultation services for students with disabilities who require support and intervention for deficits in fine motor skills, handwriting, organizational skills, and sensory integration disorders.

ESSENTIAL JOB FUNCTIONS

- Evaluates students who are referred for services.
- Conducts screenings based on identified needs as a mechanism for early intervention.
- Supports the implementation of early intervention programs.
- Scores and interprets a variety of fine motor, visual motor, visual perceptual and sensory integration assessments.
- Writes and presents results of assessments to the Planning and Placement Teams.
- Provides direct and consultative services to students qualifying for services.
- Assists in identifying of assistive technology needs for students.
- Develops programs and Individualized Education Plans (IEP) goals and objectives based on assessment results.
- Monitors the implementation of student IEP's.
- Provides accommodations and modifications to students based on identified needs.
- Provides oral and written progress reports.
- Provides home programs when appropriate.
- Supervises the Certified Occupational Therapist Assistants (COTA).
- Develops occupational therapy schedule.
- Provides on-going professional development to COTA's, special education staff, tutors and regular education classroom teachers.
- Collaborates with other service providers (in-school and outside) for the student.
- Communicates with families regarding progress of student.

ADDITIONAL JOB FUNCTIONS

- May perform additional tasks and duties as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively both orally and written.
- Effective interpersonal, time management and communication skills with parents, staff and students
- Ability to use computer applications and software.
- Knowledge of assistive technology.
- Ability to organize work and meet service objectives efficiently.
- Knowledge of Federal and State laws and regulations regarding the provision of services.

- Knowledge and ability to analyze problems, develop and implement programs, as well as activities to address these problems.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Exposure to video display terminals on a daily basis.
- Assist in the transfer of students.
- Ability to sit/stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and communicate effectively.
- Ability to concentrate on detailed and complex matters with constant interruption within a school setting.
- Ability to attend to tasks/functions for more than 60 minutes at a time.
- Ability to move equipment up to fifty (50) pounds.
- Ability to remember multiple tasks/assignments given to self and others, over a long period of time.
- Ability to work independently with minimum supervision.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with:

- Meeting all education standards required for licensure by the Connecticut Department of Health.
- Experience in providing occupational therapy in a school setting.

LICENSE OR CERTIFICATE: Valid license from the Connecticut Department of Public Health

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodations or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and the purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

TOWN OF NEWINGTON

TITLE: Physical Therapist

GRADE: A-5

DEPARTMENT: Board of Education

DATE: DRAFT 7/2012

POSITION DESCRIPTION

Physical Therapist is directly responsible for providing direct and consultation services for students with disabilities who require support and intervention to improve accessibility, mobility, and gross motor skills.

ESSENTIAL JOB FUNCTIONS

- Evaluate students who are referred for services.
- Conduct screenings based on identified needs as a mechanism for early intervention.
- Write and present results of assessments to the Planning and Placement Teams.
- Provide direct and consultative services to students qualifying for services.
- Develop and implement programs and Individualized Education Plan (IEP) goals and objectives based on assessment results.
- Facilitate preschool gross motor groups.
- Monitor the implementation of student IEP's.
- Provide accommodations and modifications to students based on identified needs.
- Order adaptive equipment based on needs.
- Provide oral and written progress reports.
- Provide home programs when appropriate.
- Teach others to use proper body mechanics.
- Develop physical therapy schedule.
- Provide on-going professional development in proper body mechanics, lifting, gross motor development and the proper use of adapted equipment to staff, students and their families.
- Collaborate with other service providers (in-school and outside) of the student.
- Communicate with families regarding progress of students.
- Supervision of Physical Therapy Assistants.

ADDITIONAL JOB FUNCTIONS

- May perform additional tasks and duties as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively both orally and in writing.
- Ability to implement proper mechanics when lifting students or equipment.
- Effective interpersonal, time management and communication skills with parents, staff and students.
- Ability to use computer applications and software.
- Ability to organize work and meet service objectives efficiently.
- Knowledge of Federal and State laws and regulations regarding the provision of services.
- Knowledge and ability to analyze problems, develop and implement programs as well as activities to address these problems.
- Ability to work independently with minimum supervision.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Exposure to video display terminals on a daily basis.
- Ability to sit/stand continuously for prolonged periods of time.
- Ability to move equipment up to fifty (50) pounds.
- Assist in the transferring and lifting of students into equipment, seating or onto an exercise mat.
- Ability to access all areas of the school including the classroom, cafeteria, bathrooms, auditorium, buses, stairs, play equipment, etc.
- Ability to hear normal sounds with some background noise and communicate effectively.
- Ability to concentrate on detailed and complex matters with constant interruption within a school setting.
- Ability to attend to tasks/functions for more than 60 minutes at a time.
- Ability to remember multiple tasks/assignments given to self, and others over a long period of time.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required:

- Meeting all education standards required for licensure by the Connecticut Department of Health.
- Experience in providing physical therapy in a school setting.

LICENSE OR CERTIFICATE: Valid license from the Connecticut Department of Public Health

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodations or other reasons.

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Employee

Date

Supervisor

Date



John Salomone
Town Manager

TOWN OF NEWINGTON

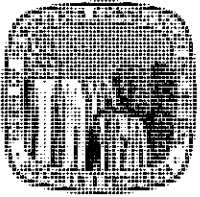
131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: July 6, 2012
Re: Consideration of Canceling an Upcoming Meeting

The subject of cancelling an upcoming Council meeting in August is on Tuesday evening's agenda for discussion, followed by possible action on July 24. The Council has, in the past, voted to cancel an August meeting if there are no pressing matters for consideration.



John Salomone
Town Manager

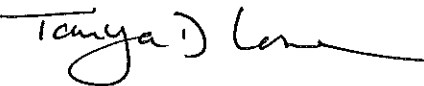
TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Office of the Town Clerk

Tanya D. Lane MMC
Town Clerk

Memorandum

To: John Salomone, Town Manager
From: Tanya Lane, Town Clerk 
Date: July 3, 2012
Re: Resignation—Theresa Claffey: Human Rights Commission

I am attaching a copy of the communication I have received from the Human Services Director indicating that Theresa Claffey has resigned from the Human Rights Commission effective June 12, 2012. Ms. Claffey was serving a term from 12/1/09 – 11/30/12.

Pursuant to § 8-3 of the Newington Code of Ordinances, Town Council is the appointing authority.

June 11, 2012

Dear Ms. Faust,

It is with regret that I must inform you that I will be resigning from my position with the Human Rights Commission effective June 12, 2012.

Although I have enjoyed my tenure with the commission, my full time position prevents me from giving the HRC the time and commitment that it so deserves.

I am grateful for every opportunity and experience I had with the HRC, and I will carry those memories and values with me always.

Thank you, and do not hesitate to contact me if there is anything I can assist with in the future.

Kind Regards,

Theresa N. Claffey

RECEIVED & RECORDED IN
NEWINGTON LAND RECORDS

2012 JUL -3 P 12:57

PAGE

VOLUME

BY

Town Clerk Lane

TOWN CLERK

CC: Ms. Futoma

Must be styled
Email received
6/11/12
Karen Futoma

AGENDA ITEM: VI.A.1.

DATE: 7-10-12

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby accepts the resignation of Theresa Claffey from the Human Rights Commission in accordance with correspondence to the Town Clerk dated June 11, 2012.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VI.A.2.

DATE: 7-10-12

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby makes the following appointment:

Human Rights Commission

9 members, 3 year term
Party Max.: 6

Name	Address	Party	Appointing Party	Term	Replaces
				IMMED.- 11/30/12	Theresa Claffey (res. 6/2012)

MOTION BY: _____

SECONDED BY: _____

VOTE: _____